

# ARDINGLY PARISH COUNCIL

Parish Clerk: Anne Rumble

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Office: Tuesdays 10 am - 12 noon in Hapstead Hall, Ardingly

Minutes of Ardingly Parish Council meeting held on Tuesday, 6 March 2012 in the Reading Room at Hapstead Hall.

## MINUTES

<b>Present:</b>	Mr G Ruse (Chair) Mr M Brixey Mrs R Chalk Ms S Chapman Mr T Clement Mrs P Dennis Mr W Meldrum	Mr K Monk (Vice-Chair) Mr N Moorey Mrs F Rocks Mr D Walker <b>In Attendance:</b> Mrs A Rumble (Clerk) and Mrs R Jarvis 3 Members of the Public	
<b>218.</b>	<b>Questions/comments from members of the public</b>		
	The Parish Council presented Mr Pat Killian with a snooker cue in grateful appreciation for his outstanding dedicated service to the community.		
<b>219.</b>	<b>To accept apologies for absence</b>		
	There were no apologies.		
<b>220.</b>	<b>Declaration of Interests</b>		
	There were no declaration of interests.		
<b>221.</b>	<b>To confirm and sign the minutes of the meeting held on Tuesday, 14 February 2012 and the Extraordinary Meeting held on 1 February 2012.</b>		
	The Chair called for approval of the minutes of the Council meeting held on the 14 February 2012. With no alterations these were AGREED and the minutes signed. The Chair called for approval of the minutes of the Extraordinary meeting held on the 1 February 2012. With no alterations these were AGREED and the minutes signed.		
<b>222.</b>	<b>Matters arising from previous minutes</b>		
	Item 215.4 Affinity Sutton Signs – The action by Affinity Sutton to substitute their estate signage at Holmans is deemed inappropriate for a rural village. It was ACCEPTED that a letter will be sent to this effect.		<b>SC</b>
<b>223.</b>	<b>Financial matters</b>		
	223.1 Any grant/donation requests - none		
	223.2 Schedule of Payments – Schedule of payments circulated prior to the meeting and AGREED that payment be made. It was AGREED, in accordance with South East Water's complaints procedure, that a letter be sent to them in respect of the delay in setting up a Direct Debit Mandate.		<b>RJ</b>
	223.3 Long Term Service Awards – AGREED that payment be made from the Chairman's Allowance.		
	223.4 Carrying forward of funds into next year's budget: Youth Club, Fingerposts, Environmental improvements (refurbishment of entrance from Car Park to Hapstead Hall, Traffic Study, Pavilion refurbishment (£2,000). AGREED that earmarked reserves be carried forward into next year's budget.		
<b>224.</b>	<b>Annual Parish Meeting</b>		
	Document circulated to Councillors prior to the meeting. With no amendments the Annual Parish Meeting agenda was AGREED.		
<b>225.</b>	<b>Hapstead Hall</b>		
	Following advice received from insurers, AGREED that as this was not a Council organised event, the Parish Council will underwrite the additional cost for Public Liability Insurance to stage the Jubilee Tea Party being organised by the Village Lunch Club. Quotations to be obtained in line with the Parish Council's Standing Orders.		<b>Hall Clerk</b>
<b>226.</b>	<b>Recreation Ground</b>		
	The minutes of the meeting held on the 22 February circulated prior to the meeting. Mr Brixey reported that the Recreation Ground Risk Assessment requires an annual inspection of trees by a tree consultant. ACCEPTED that the Parish Council should have		

	<p>measures in place to control risks from trees to members of the public. Therefore the Committee had AGREED to instruct Bartletts to provide a written report and tree tagging system. It was suggested at the meeting that the Environment Committee may also want to make use of this service, but in view of the fact that there is nothing in their budget to undertake this work, it was ACCEPTED that the sum allocated in the Recreation Ground Budget can absorb the cost.</p>	
227.	<p><b>To consider planning matters</b>  <b>MSDC</b>  <b>227.1 Decisions</b>  AR/11/03383/OUT - Land Known As Butchers Field Street Lane  Outline planning application for 35 dwellings, a new scout hut with associated new access, landscaping and parking. Matters of layout and access to be dealt with at outline stage - REFUSED.  AR/11/03417/OUT - Standgrove Field Lodgelands  Outline planning application for residential development comprising 37 residential dwellings including access roads, associated infrastructure, landscaping, and provision of 74 car parking spaces – REFUSED.  AR/10/02555/COU Town House Farm Church Lane Ardingly Haywards Heath West Sussex RH17 6UR Change of use from redundant farm building/store to B1 office use, with associated building alterations. Amended location plan showing passing space and supporting information received 6/01/11 – Planning Appeal  APP/D3830/A/11/2161531/NWF – GRANTED.  AR/12/00045/FUL - Great Lywood Dairy, Lindfield Road  Proposed porch to the front door on the east elevation. Proposed porch to the back door on the north elevation – GRANTED.  AR/12/00091/FUL - Wakehurst Place, Selsfield Road  Installation of a storage/office unit, with appropriate screening, within the service yard of the visitor centre at Wakehurst Place, Selsfield Road – GRANTED.  AR/12/00092/FUL - Wakehurst Place, Selsfield Road  Addition of a glazed covering to existing canopy at the visitor centre, Wakehurst Place – GRANTED.  <b>227.2 Applications</b>  AR/12/00344/FUL – Hill House Farm, Ardingly Road  Installation of Photovoltaic Panels to roof of existing agricultural buildings to generate electricity for on farm use – Councillors were pleased to see that the solar panels are now proposed to be installed on barn roofs, as it was considered this will have less visual impact on the AONB than the original proposal, but would like to see the hedge on the north side of the access road/public footpath reinstated to reduce impact of the proposal in views from the south.  AR/12/00495/FUL - Bawtry, Selsfield Road,  Proposed single storey extension to rear, conversion and extension of outbuilding to annex and detached four bay garage – comments expected from the Planning Committee.  AR/12/00634/LAPRM – New Premises Licence – Ms Chapman stated that it is anticipated that the Sayso Hall, known as the Congregational Hall will be used as a community and holistic venue, therefore there will be no change of use. Councillors were concerned that an additional building available for community use may have a detrimental effect on bookings for Hapstead Hall, although it is understood that Hapstead Hall benefits from lower charges.</p>	
228.	<p><b>Neighbourhood Plan</b>  <b>228.1</b> To approve the response to MSDC District Plan – Input to the District Plan on housing numbers and sites (Ltr 23.1.12) – draft attached. All Councillors present APPROVED the response and the letter will be sent.  <b>228.2</b> Survey – After consideration of all comments received, including observations from Action in Rural Sussex (AiRS), the proposed amendments were AGREED and adopted. It was anticipated that the survey will be circulated with the</p>	Clerk

	<p>Village Voice and an electronic version will be made available to complete online. It is felt that for the project to succeed a high response rate is required and several Councillors were of the opinion that a “door step” survey encouraging residents to complete the questionnaire may increase its success and encourage community engagement. Some Councillors however, were strongly opposed to this suggestion. By seven votes to four it was AGREED to provide a pre-paid envelope for return of questionnaires and to undertake a “door step” survey if the response rate was low.</p> <p>Councillors welcomed the news that Ardingly had been awarded Frontrunner funding to help with the development of the Plan.</p> <p>Mr Hadden outlined the main stages of the Neighbourhood Plan, setting out key tasks, timescales and responsibilities of the process. This will also provide an opportunity for joint working with other neighbouring parishes on common issues. An integral part of the Plan will be a Sustainability Appraisal which can be prepared with assistance from the District Council and a Landscape Survey which will need to be carried out by a qualified professional. He stated that Plumpton College specialises in running landscape courses and may be able to assist. Mr Hadden reported that although good progress had been made, he emphasised that the Strategy Group needed financial support from the Parish Council to develop and progress the Plan as well as their endorsement to explore opportunities to work with neighbouring parishes. Councillors felt that the progression of the Plan was a priority and providing that Terms of Reference are prepared, considered that a sum of up to £5k (to be taken from Frontrunner funding), be made available to the Neighbourhood Steering Group to enable a Landscape Assessment to be undertaken. (The Clerk reminded Councillors of the Financial Regulations in respect of Orders for Work, Goods and Services).</p> <p>Mr Hadden circulated a District Plan Timetable for perusal and agreement.</p> <p>RESOLVED and AGREED that the Parish Council make available a sum of up to £5k (to be taken from Frontrunner Funding) for a Landscape Assessment and to adhere to the District Plan Timetable.</p> <p>Reference was made to bringing up to date the Housing Needs Survey which was last undertaken in 2005. RESOLVED and AGREED that the Demographic Working Party of the Steering Group will meet to discuss.</p>	
228.	<p><b>Village Plan</b> A revised Action Plan Schedule will be circulated for approval at the next meeting.</p>	DW
229.	<p><b>Traffic Committee</b> <b>230.1</b> To agree to support a proposal for a pedestrian crossing on the B2028 at Hett Close – RESOLVED and AGREED to write to County Local Committee to support the principle of a safe pedestrian crossing. It was reported that at a recent meeting of the Hanson’s Liaison Group, the project is running approximately two weeks behind schedule, but is expected to be completed by the end of March 2012.</p>	DW
230.	<p><b>Youth Activities</b> It was noted that the invoice had still not been received.</p>	
231.	<p><b>Jubilee Celebrations</b> Ms Chapman asked the question as to what events were being organised by neighbouring villages and other organisations in the village? The Clerk outlined the advice received from insurers with regard to events being held in the village and the effect that it will have on the Council’s Public Liability insurance policy, which is that events organised by the Parish Council will be free of any additional cost, however, full risk assessments will need to be undertaken, first aid personnel to be on hand and a marshall in attendance for every</p>	

	100 attendees. Organisations other than the Council will need to have their own Public Liability Insurance in place. Mr Meldrum AGREED to take responsibility for organising the event.	<b>WM</b>
<b>232.</b>	<b>Reports from representatives on outside bodies</b> There were none.	
<b>233.</b>	<b>Reports from committees</b> Recreation Ground Committee held on the 22 February. Minutes of the meeting were received and noted. Neighbourhood Plan Steering Committee held on the 27 February. Minutes of the meeting were received and noted.	
<b>234.</b>	<b>Correspondence</b> SALC Training Event – Localism Conference 20.4.12 (previously circulated) was noted. SALC Training Event – Councillor Briefing & Update, as well as Chairmanship Course 24 March (previously circulated). Councillors were encouraged to attend this training event. South East Water – Review of Drought Plan. Consultation Period 8 February – 4 April 2012. The Parish Council RESOLVED to support the proposals. MSDC – Community Infrastructure Levy (CIL): Preliminary Draft Charging Schedule Consultation. Consultation Period 9 February – 21 March 2012. The Parish Council RESOLVED to support the proposals. Mrs Rocks confirmed her attendance at the SALC Interactive Housing Workshop Sessions to be held on the 24 March 2012.	<b>SC</b>  <b>SC</b> <b>FR</b>
<b>235.</b>	<b>Chairman’s announcements</b> <b>Items for information</b> Mr Monk read out a letter received from Clive Izard concerning Butchers Field. A letter of acknowledgement will be sent.	
<b>236.</b>	<b>Future meeting dates</b> <b>237.1 Alternative Date for June meeting</b> – Postponed to Tuesday, 12 June due to extended Bank Holiday for the Jubilee Celebrations.  Pavilion Refurbishment Working Party – to be advised Emergency Planning Committee – to be advised Ardingly Parish Council – 3 April 2012 Annual Parish Meeting – 1 May 2012 Ardingly General Meeting – 8 May 2012 Recreation Ground Committee – 16 May 2012 Environment Committee – 11 April 2012 Finance Committee – April 2012 Traffic Committee – 16 April 2012 Communications Committee – to be advised Village Plan Monitoring Committee – to be advised Neighbourhood Plan Steering Committee – 27 March 2012	

CONFIRMED MINUTES

SIGNATURE ..... DATED .....